

LAND USE PERMIT SUBMITTAL REQUIREMENTS

SUTTONS BAY TOWNSHIP

THE FOLLOWING ITEMS ARE NECESSARY WHEN SUBMITTING FOR A LAND USE PERMIT IN SUTTONS BAY TOWNSHIP:

- **INFORMATION** (WE CURRENTLY DON'T USE AN APPLICATION FORM, JUST MAKE SURE WE HAVE THE BASIC INFORMATION; PROPERTY NUMBER, ADDRESS, OWNER, CONTRACTOR)
- **SITE PLAN** (SHOWING THE LOCATION OF THE PROJECT, PROPOSED SETBACKS, DRIVEWAY, EXISTING ROADS, SHORELINE, STREAMS, ETC)
- **FLOOR PLAN** (MAY BE WAIVED FOR SMALL PROJECTS)
- **ELEVATION VIEW** (MAY BE WAIVED FOR SMALL PROJECTS)
- **HEALTH DEPARTMENT PERMIT** (WHEN APPLICABLE)
- **SOIL EROSION PERMIT** (WHEN APPLICABLE)
- **ROAD COMMISSION OR MDOT PERMIT** (WHEN APPLICABLE)
- **PERMIT FEE** (PAYABLE TO SUTTONS BAY TOWNSHIP)

PERMIT APPLICATIONS MAY BE SUBMITTED IN PERSON OR BY MAIL TO:

Zoning Administrator
C/O Suttons Bay Township Office
P.O. Box 457
95 W. Fourth Street
Suttons Bay, MI 49682

OR BY EMAIL TO (zoningadmin@suttonsbaytwp.com)

NORMAL TURN-AROUND TIME IS 2-3 BUSINESS DAYS AFTER RECEIPT OF ALL THE NECESSARY DOCUMENTS (INCLUDING REQUIRED AGENCY PERMITS). THIS TIME MAY BE INCREASED DURING BUSY PERIODS.

PLEASE CONTACT THE ZONING ADMINISTRATOR WITH ANY QUESTIONS.

(231) 271-2722 SUTTONS BAY TOWNSHIP OFFICE

EMAIL: zoningadmin@suttonsbaytwp.com